



Jonesboro United Methodist Church

Position Overview: El Refugio Communications Coordinator

The El Refugio Communications Coordinator supports the Executive Director to manage marketing, social media, website, and communications of El Refugio/The Refuge Family Resource Center at Jonesboro United Methodist Church.

Areas of responsibility include:

Social Media
Website Maintenance
Promotional Material

Detailed Job Description

This is an hourly part-time position, 6 hours per week, that provides support in the areas of marketing, social media, website design, and promotional material. Communications Coordinator reports to the El Refugio Executive Director. The communications coordinator must be fluent in spoken and written English and Spanish. The Communications Coordinator is expected to demonstrate respectful treatment of people, resources and information; maintain confidentiality; and model the highest standards of ethics and professionalism.

Key Objectives and Tasks

Public Communications:

- Coordinates printing and assists with distribution of promotional materials for events and programs;
- Designs materials (flyers, banners, etc.) in coordination with other staff.
- Cooperates with other staff to draft, prepare and distribute social media postings, website content, videos, etc. that are in line with El Refugio's values and mission.
- Updates and maintains website weekly;
- Coordinates with staff to prepare and distribute the monthly newsletter upon approval from Executive Director.

Hiring Process and Salary Reviews

As part of the hiring process for all staff positions, the El Refugio Board of Directors Personnel Committee will conduct background checks.

Wages for this position are set by the El Refugio Board of Directors on recommendation of its Personnel Committee.

Pending approval by El Refugio/The Refuge Board of Directors.